


State of California

Betty T. Yee, California State Controller

## Memorandum

**To:** All State Agencies, Boards,  
Commissions and Departments

**Date:** July 17, 2015

**From:** **State Controller's Office**  
Bertha Mejia, Chief   
Bureau of Accounting and Consulting  
Division of Accounting and Reporting

**BAC #:** 15-001

**Subject:** **SUBMITTING TRANSACTION REQUEST FOR NO WARRANT CLAIM SCHEDULES**

This memo provides guidance for completing the State Controller's Office (SCO) transaction request (TR) for no warrant (NW) claim schedules.

Effective immediately, the SCO is requiring all agencies to submit a prepared SCO TR (Form CA 504) with NW Claim Schedules.

In accordance with the State Administrative Manual section 8400, "...The SCO will settle "No Warrant" claims by (1) a Controller's Journal Entry reducing the department's advance at the service department or (2) a Controller's Transfer transferring the money if no advance was made at the service department."

The SCO TR must match the NW information on the claim schedule (STD. 218) face sheet example (Exhibit A) and the supporting documents. Secure the signed original SCO TR behind the claim schedule face sheet.

General instructions on how to prepare a SCO TR are located at [http://www.sco.ca.gov/Files/ARD/transreq\\_transreq.pdf](http://www.sco.ca.gov/Files/ARD/transreq_transreq.pdf). Please refer to the enclosed SCO TR example (Exhibit B).

**The SCO TR must include additional information based on Exhibit A as follows:**

- Include NW XXXXXX TO ORG XXXX (see description in Exhibit B, box 1)
- Include NW XXXXXX FR ORG XXXX (see description in Exhibit B, box 2)
- Box 3 of Exhibit B should read "No Warrant"
- Box 4 of Exhibit B must include the legal authority and reason for the request.

For questions or assistance on NW transactions, please e-mail or telephone the SCO analyst assigned to your agency.

BM:jw

Enclosure (2)

## CLAIM SCHEDULE

STD. 218 (Continuous) (REV. 3-91)

EXHIBIT A

(Do not write in this space)

PAYABLE FROM	FUND	SUB	FUND NAME				
	0001		FUND NAME				
AGENCY NO.	2000		AGENCY NAME				
			AGENCY NAME				
APPROPRIATION	YR. OF STAT.	METH	REFERENCE/ITEM	SEQ.	FFY	CHAPTER	STATUTES
	2015		101			10	15
PURPOSE							

FED. CATALOG NUMBER	SCO PROJ.	CATEGORY	PGM	ELE.	COMP	TASK	GENERAL LEDGER	RECEIPT OBJECT	F/S	AMOUNT	DESCRIPTION
			10	10						2000.00	

SCHEDULE NUMBER  
123456

AUDIT CODE

SCO TYPE

To be included in  
description fields  
1 and 2 on the  
SCO TR.

LINE NO.	P.O. NO. or "C"	CLAIMANT	AMOUNT
1		Claimant	2000.00
<div>NO WARRANT</div>			
Reimbursement Information 0001-1976-2015-101-90-F			

(V)

DATE ISSUED (ACTUAL)

CONTROLLER'S WARRANT NUMBERS

SIGN

CALC.

PURCH.

CONTR.

CORRECTIONS ENTERED

I hereby certify under penalty of perjury as follows:

TOTAL OF  
SCHEDULE

2000.00

"That I am a duly appointed, qualified and acting officer of the herein named state agency, department, board, commission, office, or institution; that the within claim is in all respects true, correct, and in accordance with law; that the services mentioned herein were actually rendered and supplies delivered to the state agency in accordance with the contract and law; that authorizations for purchases have been duly obtained wherever required and that amounts claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or are otherwise lawfully due such claimants; that all of the expenditures herein set forth are in accordance with the current budget allotments and provisions as approved by the Budget Division of the State Department of Finance, and that none of the expenditures are in excess thereof; that there has been full compliance with all provisions or restrictions in the budget act or any other appropriation relating to expenditures herein; that the claimants named herein are each entitled to the amount specified opposite their respective names and actually have been paid or will be paid as allowed when warrant is received from the State Controller; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code, in incurring the items of expense mentioned in the attached claim, or in any other way; that any disaster service worker for whom compensation or reimbursement for expenses incurred is claimed herein has, if required by law, taken, subscribed, and filed the oath set forth in Section 3103 of the Government Code."

AUDITED

APPR. PAY.

P/A BAL. OK

WARR. OK

REPORTABLE PAYMENTS PER  
S.A.M. 8422.190

SIGNED

TITLE

DATE

NUMBER  
AMOUNT

APPROVED (If required)

CONTACT TELEPHONE (Optional)

TOTAL SUBJECT TO USE TAX

\$

# EXHIBIT B

STATE CONTROLLER'S USE ONLY	
DOCUMENT NO.	DATE C C C M M D D
JE	MSG Code

## STATE OF CALIFORNIA OFFICE OF THE STATE CONTROLLER TRANSACTION REQUEST

STATE CONTROLLER'S USE ONLY	
TC Code	VERIFIED BY:
	DATE:

Agency:	Address:	PAGE 1 OF 1	Agency Document Number:
---------	----------	-------------	-------------------------

TYPE AGENCY NAME HERE																TYPE ADDRESS HERE															
FUND	AGY	FY	M	REF / ITEM	FED CAT	PN	C	CAT	PGM	ELE	COMP	TASK	ACCT	ACC USE	REV / OBJ	AMOUNT	D				ACC USE				SOURCE FUND						
0001	2000	2015		101					10	10							2,000.00	D	C	A	T	O	B								
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															
PROGRAM DESCRIPTION																															

TYPE OF TRANSACTION:	3	No Warrant
LEGAL AUTHORITY AND REASON FOR REQUEST:		
AUTHORIZED SIGNATURE:		
CONTACT PERSON:		
E-MAIL FOR CONTACT:		
PHONE FOR CONTACT:		
DATE:		